

POSITION DESCRIPTION (Please Read Instructions on the Back)

Brigitte Y. Herbert

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Orlando, FL		1. Agency Position No. NL09843002	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		6. OPM Certification No.	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input checked="" type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive		13. Competitive Level Code 11-95	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review									
d. First Level Review		INVENTORY MANAGEMENT SPECIALIST		GS		2010		11	
e. Recommended by Supervisor or Initiating Office								10-07	
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment DEPARTMENT OF THE ARMY				c. Third Subdivision LOGISTICS DIRECTORATE (L)					
a. First Subdivision ARMY MATERIEL COMMAND				d. Fourth Subdivision READINESS DIVISION (L)					
b. Second Subdivision STRICOM				e. Fifth Subdivision LOGISTICS READINESS SUPPORT BRANCH (L)					
19. Employee Review—This is an accurate statement of the major duties and responsibilities of my position.				Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.									
a. Typed Name and Title of Immediate Supervisor MARGARET A. CAMPBELL Chief, Logistics Readiness Support Branch				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) LOUIS A. SUCICH, JR. Director for Logistics					
Signature Margaret A. Campbell 11/1/95				Signature Louis A. Sucich, Jr. 11/1/95					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position USOPM PCS, GS 2010, INV MGMT, DTD JULY 92 USOPM PCS, GS 2001, GEN SUPPLY, DTD JULY 92 GRADE EVAL GUIDE FOR SUPPLY POS, DTD JULY 92					
Typed Name and Title of Official Taking Action JAMES M. SKURKA, DEPUTY TO THE COMMANDER				Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature James M. Skurka 11-14-95									
23. Position Review		INITIALS		DATE		INITIALS		DATE	
a. Employee (optional)									
b. Supervisor									
c. Classifier		11/20/95							
24. Remarks POSITION IS AT THE FULL PERFORMANCE LEVEL BUS: 7777									

MAJOR DUTIES

Serves as an Inventory Management Specialist with responsibility for intensive management of the execution of life cycle supply support programs for projects that vary from low to moderate complexity.

1. The supply/inventory management program responsibilities include, but are not limited to, determination of requirements, initial distribution and redistribution of items, supply fund management, procurement authorization, disposition of excess property, cataloging direction, and other supply functions. Maintains cognizance of, coordinates, and integrates supply actions necessary to assure that assigned projects are supported in a timely manner and as efficiently and economically as possible. Monitors and assures the implementation of DoD, DA, and AMC program guidance having broad and far-reaching significance pertaining to the program functions for training devices. Assures that supply actions are properly coordinated within the proper time frame to support devices during production, field introduction and fielding operations. Maintains, reviews, and analyzes supply reports to determine status and detect potential problems within the program and recommends supply solutions to circumvent potential program problems. Receives and processes purchases orders into the document register and provides data to cognizant departments and personnel. 30%

2. Maintains close surveillance over all life cycle supply plans and programs and recommends to superiors required budgetary and planning reprogramming actions. Participates in meetings and boards to coordinate and integrate a time-phased logistical support plan for the devices. Maintains, reviews, and analyzes historical data for funding, repairables, spares, purchase orders and user requisitions to produce supply support reports for training devices, requisition summary data, monthly OMA requirement status, five year POM budget, and document stock record. Delegated more complex assignments related to supply programs for projects requiring a high degree of management attention due to unit value, annual demand, long and/or fluctuating procurement lead time and technical complexities. 25%

3. Responsible for the provisioning and procurement of Government Furnished Equipment and initial spares for assigned programs. This includes review of provisioning documentation presented by the contractor, initiation of procurement actions to obtain GFE/spares, and contract monitoring or modification as

appropriate. Attends provisioning meetings with government and contractor personnel to assure that supply methods and techniques employed in determining the range and quantity of items required to support and maintain the devices have been properly coordinated with other related areas, (e.g., maintenance source coding) and will fulfill user requirements. Manages programs sufficiently to provide required customer satisfaction. 25%

4. Responsible for the management of reprocurments of training devices. This includes the development/verification of requirements, preparation of the Request for Proposal, work statement, specifications, CDRLs, proposal evaluations, contract monitoring and funds management. Has primary responsibility for providing total management for the procurement, delivery and support of the reprocurments. 20%

Performs other duties as assigned.

FACTOR 1 - KNOWLEDGE REQUIRED FL 1-7 1250 PTS

Knowledge of U.S. Army regulations applicable to the management and operation of both wholesale and retail supply operations. Working knowledge of the Department of Defense Acquisition Process as it applies to training device procurement and the procurement of spare parts in the competitive open market is necessary. Must have the skill to analyze diversified information and produce a systematically valid recommendation, approach, or position.

Knowledge of interpersonnel communications to effectively interface with co-workers, superiors, and commercial representatives.

Knowledge of supply regulations for accomplishment of daily activities and foundation upon which all directed and independent studies and recommendations are based.

Knowledge of U.S. Army acquisition process allows accurate evaluation of possible courses of actions or recommendations in his/her assistance role, as a planner, expeditor and representative in multi-disciplined meetings. Ability to collect and analyze separated data to form into a positive position, decision, or recommendation is applied to each situation not specifically covered in written procedures.

Knowledge of DoD contracting, the statutory and procedural requirements that form the basis of the contracting function, and inter-relationship between contracting personnel and other

functions during the pre-award and post-award phases of the contracting process. Basic knowledge in soliciting sources, evaluating proposals, awarding contracts, and exercising proper post-award surveillance.

Skill in researching applicable military and commercial reference publications, guidelines, microfiche, and ADP programs to ascertain correct item identification, description and part numbers.

Ability to communicate in writing.

FACTOR 2 - SUPERVISORY CONTROLS FL 2-3 275 PTS

Works under the supervision of the Chief, ~~Logistics Readiness Support Branch~~ ^{Logistics Operations}, who outlines the nature, scope and objectives of assignments and provides guidance and advice on unusual or complex problem areas. Works under broad delegated authority for independently planning, scheduling, coordinating, carrying out, and monitoring the effectiveness of operations. Incumbent is expected to plan activities and to accomplish assignments independently. Work is reviewed for technical proficiency, attainment of assigned program objectives, and procedural, policy, and regulatory compliance.

FACTOR 3 - GUIDELINES FL 3-4 450 PTS

Guidelines include Army regulations, AMC regulations, STRICOM and other Federal laws, regulations, policy statements, and other similar criteria pertaining to inventory management and supply operations. These guidelines typically do not provide detailed and specific procedures, precedents, and other relevant information; therefore, the incumbent has to use a high degree of judgement to resolve complex problems and plan a strategy that effectively integrates and coordinates the organization's needs for procurement, operation, and maintenance required for the success of the overall mission are available at the proper time and at the proper level of intensity.

FACTOR 4 - COMPLEXITY FL 4-4 225 PTS

The incumbent advises designated STRICOM Logistics Managers, Project Directors, and or Chief, ~~Logistics~~ ^{Logistics Operations} concerning potential problems related to the Supply Support of training devices and develops proposals for solutions. Provides input for justification of funding, aids in negotiating contracts for procurement of training devices, and follows through to determine effectiveness and need for adjustment after delivery and installation. The assignment involves equipment and systems

that are low to moderate in technological complexity.

FACTOR 5 - SCOPE AND EFFECT FL 5-4 225 PTS

This position contributes to the overall effectiveness of the Branch by planning, developing, and directing the inventory management and supply support for training equipment and systems. The purpose of the effort is to work with the Logistics Managers, Project Directors, and other organizational members to develop, implement, and monitor supply support services to attain overall mission goals.

FACTOR 6 - PERSONAL CONTACTS FL 3B

Contacts are with government and non-government personnel involved in the acquisition of spare and repair parts to support training devices or reprocurment of training devices. The contacts are not routinely established; the purpose of each contact may be different. The roles of the incumbent and other party are established during the contact.

FACTOR 7 - PURPOSE OF CONTACTS FL 3B 110 PTS

Incumbent represents STRICOM supply support or inventory management functions at meetings and conferences; provides information to US Army and civilian managers requiring supply support; present status reports and projections; provides data to contractual and other planning and program personnel; analyzes effectiveness of contractor's efforts and resolves differences between contract provisions and the contractor's product.

FACTOR 8 - PHYSICAL REQUIREMENTS FL 8-1 5 PTS

The work is mostly sedentary, usually performed sitting at a desk, in conferences, briefings, meetings, etc. The incumbent may be required to make visits to industrial or maintenance sites, military bases, or contractor's plant, etc. Travel by air will be required. Some walking, lifting, and standing may occur in the course of a normal workday.

FACTOR 9 - WORK ENVIRONMENT FL 9-1 5 PTS

Most work is conducted in a typical office setting. Work area is adequately lighted, heated, and ventilated. May require occasional travel.

TOTAL POINTS 2545

GS 11 POINT RANGE 2355-2750

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 09843

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."